



OFFICE OF SECRETARY OF ROBIN CARNAHAN
ELECTIONS DIVISION
STATE OF MISSOURI

**APPLICATION FOR HEALTH & HUMAN SERVICES
(HHS) POLLING PLACE ACCESSIBILITY GRANT FUNDS**

ISSUE DATE: March 6, 2009

RETURN COMPLETED AND SIGNED APPLICATION TO: Missouri Secretary of State's Office, 600 W. Main Street, P. O. Box 1767, Jefferson City, MO 65102, Attention: Elections Division. In order to be eligible to participate in these grants, the completed application must be received by the Secretary of State's Office on or before December 31, 2009.

GRANT APPLICATION CONTACT INFORMATION: Kay Dinolfo, kay.dinolfo@sos.mo.gov at 1-800-669-8683 or 573-751-2301.

ELIGIBLE ENTITIES SUMMARY INFORMATION: Title II, Subtitle D, Part 2, Section 261 of the Help America Vote Act (HAVA) provides money to provide greater accessibility to polling places for individuals with disabilities. Eligibility requirements for Local Election Authorities are set forth in the body of this application.

The applicant hereby declares understanding, agreement and certification of compliance with the grant application, in accordance with all requirements and specifications contained herein, including all applicable laws, regulations and reporting requirements. The applicant agrees that upon the subsequent execution of a grant agreement with the Office of the Secretary of State, a binding agreement shall exist between the recipient and the Office of the Secretary of State, State of Missouri.

To the best of my knowledge and belief, all data in this application is true and correct. The governing body of the applicant has duly authorized the document and the applicant will comply with the terms of the grant agreement if the grant is awarded.

MUST BE SIGNED TO BE VALID

AUTHORIZED SIGNATURE FOR THE APPLICANT LOCAL ELECTION AUTHORITY		DATE
PRINTED NAME		TITLE
LOCAL ELECTION AUTHORITY NAME		
MAILING ADDRESS		
CITY, STATE, ZIP		
SAM II VENDOR NO. (IF KNOWN)		FEDERAL EMPLOYER ID NO.
IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> Yes, If "Yes" attach an explanation. <input type="checkbox"/> No		IS THE APPLICANT DELINQUENT ON ANY STATE DEBT? <input type="checkbox"/> Yes, If "Yes" attach an explanation. <input type="checkbox"/> No
PHONE NO.	FAX NO.	E-MAIL ADDRESS

STATE USE ONLY

SUBAWARD NUMBER	SUBAWARD AMOUNT
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BACKGROUND INFORMATION AND OVERVIEW:

On October 29, 2002, the President signed Public Law 107-252 the “Help America Vote Act of 2002” (HAVA). Under Title II, Subtitle D, Part 2, Section 261 “Payments to State and Units of Local Government to Assure Access for Individuals with Disabilities,” federal funds are provided through the Missouri Secretary of State (SOS) to distribute to local election authorities to improve access to polling places. Specifically, the objectives of the grants awarded to states are to 1) make polling places, including the path of travel, entrances, exits, and voting areas of each polling facility, accessible to individuals with the full-range of disabilities (e.g., blindness or visual impairment, deafness or hearing impairment, mobility-related, dexterity-related, emotional or intellectual); 2) provide the same opportunity for access and participation (including privacy and independence) to individuals with the full-range of disabilities; 3) train election officials, poll workers, and election volunteers on how best to promote the access and participation of individuals with the full-range of disabilities in elections for Federal office; and 4) provide individuals with the full-range of disabilities with information about the accessibility of polling places.

ELIGIBILITY AND ELIGIBLE ACTIVITIES: The SOS is administering this competitive grant program to distribute funds from HHS to local election authorities. All local election jurisdictions are eligible to apply.

HAVA Title II, Subtitle D, Part 2 Section 263 details the eligibility requirements for these funds. In addition, please refer to the 2004 & 2005 Election Assistance for Individuals with Disabilities HAVA Section 261 State Grant Applications for detailed information on eligible goals and activities for the grant monies.

[2004 Application](#)

[2005 Application](#)

SELECTION COMMITTEE: Grant applications will be reviewed by a selection committee consisting of staff from the SOS Elections Division.

AWARD CRITERIA: The selection committee will consider the following criteria in making its decisions:

- The [number](#) of residents in the jurisdiction who are living in poverty, based on 2000 Census data. *(A higher number of residents in poverty will be scored more favorably.)*
- The [percentage](#) of residents in the jurisdiction who are living in poverty, based on 2000 Census data. *(A higher percentage of residents in poverty will be scored more favorably.)*
- The percentage of inaccessible or low-access polling locations in the jurisdiction. *(A higher percentage of inaccessible locations will be scored more favorably.)*
- The existence or proposal of public-civic partnerships with local charitable or service organizations. *(Having such partnerships will be scored more favorably.)*
- The amount of effort required to make all polling locations or a particular polling location in the jurisdiction accessible. *(Jurisdictions who require only a few additional modifications will be scored more favorably.)*

The selection committee will: 1) review the application and determine its sufficiency and compliance, and 2) approve or reject the application in whole or in part. NOTE: If the application does not include an answer to each question, the application may be denied. Applicants needing more space to fully answer a question should use page 8. See “Grant Application Instructions” (page 3) for more information on completion of this grant application.

ANTICIPATED SIZE OF AWARD: There is no limit to the amount of any particular award nor the number of awards granted. Applications may be awarded in whole or in part as deemed appropriate by the reviewing committee.

SELECT RECIPIENT OBLIGATIONS: Recipient agrees:

1. To comply with the terms of the grant award.

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2. To allow the SOS reasonable onsite access to review financial and programmatic records and to observe operations in performance of its responsibilities under 45 CFR Part 92, § 92.42.
3. To comply with all requirements and processes regarding procurement and payment procedures, as well as documentation and reporting requirements. Recipient must:
 - a) Comply with the applicable provisions of 45 CFR Part 92, including §92.35, §92.36, §92.22, §92.32, Circular A-133 and the A-133 Compliance Supplement. Note: Any supplies or equipment purchased by the recipient from HAVA funds becomes property of the recipient, and all property control and custody responsibilities will be assumed by the recipient.
 - b) If procurement is made by lease agreement, award funds must be applied as a one-time payment to the vendor at lease inception. Funds may not be held to fund subsequent periodic payments. The lease agreement contract must include a provision for payment due at lease inception to qualify.
 - c) Submit on an annual basis to the SOS, on forms provided, verification of actual funds received, purchases (including lease), and expenditures. Information regarding actual funds expended will be reconciled against funding provided.
 - d) Identify and track purchases and expenditures by funding source.
 - e) If your request is for an advance payment, to comply with Federal cash management rules you must pay your vendor as close to three days from receipt of the funds as possible. Therefore, when you request your funds, **you must also provide the date(s) you are able to process payments**. The SOS will issue an electronic funds transfer to coincide with your payment schedule. With acceptance of this grant, you agree to be responsible for disbursing these funds to unpaid vendors with your first payment cycle after the funds are deposited in your account.
4. The recipient is solely responsible for any costs over and above the amount awarded by the SOS committee reviewing applications.

RECORDKEEPING, MONITORING AND AUDIT REQUIREMENTS: Title IX, Section 902 sets forth the recordkeeping requirements for funds received under HAVA, as well as provisions for audits and examinations of records. Monitoring activities may include frequent and open communications, reviewing recipient reports, reviewing national and local publications, conducting recipient conferences and trainings. State or federal officials may audit this award. Note: 45 CFR Part 92, §92.42 also addresses records retention and access requirements.

GRANT APPLICATION INSTRUCTIONS:

1. Authorized representative of the local election authority must sign the application in the space provided on the front page of this application.
2. Applicant must carefully review page 4 and must complete and attach [Assurances](#) and [Disclosures](#).
3. Applicant must complete pages 5-7 in detail.
4. SOS contacts are listed on the front page of this application. Please direct any questions to them.

This application is provided in Microsoft Word format for your convenience. Applicants are to complete only the areas designated. Any insertions, deletions or changes to the provisions of the application as distributed may void the application.

NOTICE TO GRANT RECIPIENTS: The following outlines and demonstrates relationships and obligations among the parties. For convenience, electronic copies may be provided by hyperlink. Applicants/recipients are responsible for reviewing, understanding and adhering to the applicable requirements of the referenced materials whether electronic or other copies are provided by the SOS.

Caution: The table below is not protected so that the hyperlinks will remain enabled.

Entity Role	Grant Reference Information	Agency	Statutory Provisions	Regulations, Guidelines and Policies	Cash Restrictions
Federal Granting Agency	CFDA 93.617 Voting Access for Individuals with Disabilities Grants to States Account Identification: 75-1536-0-1-506	Administration for Children and Families, Department of Health and Human Services	PL 107-202 , October 29, 2002; 42 USC 15301	45 CFR Part 92 OMB Circular A-87 OMB Circular A-133 OMB Circular A-133 Compliance Supplement Assurances and Disclosures	Subject to CMIA Requirements per 45 CFR Part 92.21(b) CMIA Interest Rate
State Pass-Through-Entity; Granting Agency for Awards	HAVAHHSFED	Missouri Secretary of State, Elections Division	Sec. 115.076 RSMo	All of Above Note: Annual financial and program progress report Grant closeout financial and program final report	Subject to CMIA Requirements (See links above)
Recipient Agency: Local Election Authority		Local Election Authority as indicated.	All of above	All of above	Subject to CMIA Requirements: (See links above)

Complete the following. Do not leave any blanks. If extra space is required, use page 8 which is provided for your convenience. The total application should not exceed 9 pages in length, not including attached disclosures and assurances.

IMPACT OF THIS PROJECT AND ITS IMPORTANCE IN TERMS OF LONG-RANGE PLANNING.

1) Please provide the polling place names and locations where improvements are planned, if applicable. Where available, please provide physical addresses and mailing addresses. *(EX: Doeville City Hall, Box 123, Doeville, corner of Main Street and State Road AA in Doeville.)* If your improvements are more widespread or general, please describe. *(EX: Education program targeting disabled voters.)*

2) Please provide a detailed description of proposed improvements or improvement project, including narrative about how the improvements will enhance accessibility at the location or locations where they will be deployed. *(EX: Front door needs easily accessible door handle and small threshold ramp for entry door, which will make the location easier for persons with limited mobility to enter and exit.)*

3) Description of any existing or proposed partnerships with civic or charitable organizations that will help in the deployment of the improvements.

4) Number of precincts, polling places, and potential number of voters that will benefit from the improvements. *(EX: 2 precincts and as many as 1,200 voters.)*

5) Please provide an estimate of the percentage of polling locations in your jurisdiction that are either currently inaccessible or are less than optimally accessible. *(EX: Five polling places are difficult to access for persons who use wheelchairs and those with limited mobility. This is approximately 3% of our polling locations.)* Note – you may want to refer to your accessible study data to help answer this question

6) Please provide an estimate and description of how your project proposal will increase your jurisdiction's accessibility. *(EX: Completing these improvements will mean 95% of our polling locations will be fully accessible.)*

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BUDGET DETAIL, EXPLANATION, AND JUSTIFICATION.

7) Please include an itemized budget with estimated costs of the project(s).

Applicant is instructed to complete and return with this application all applicable disclosures and assurances. Failure to do so may result in a non-compliant application.

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Additional explanation for any of the above questions. Please reference question number.